

PUBLIC UTILITIES DEPARTMENT

The mission of the Public Utilities Department is to ensure that the citizens of Santa Fe are provided with safe and reliable water supply services, as well as disposal of liquid waste in accordance with all local, state and federal regulations. This mission is accomplished with a focus on fiscal responsibility and the optimum use of the natural, financial and human resources available.

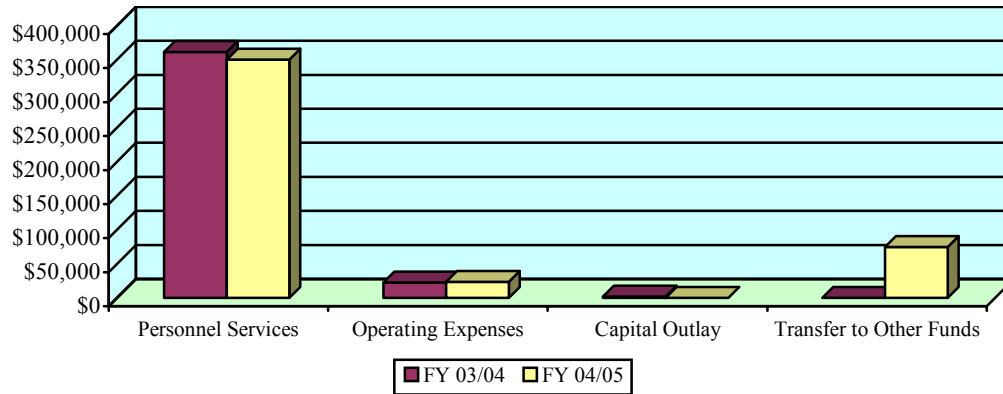
Administration	Appropriation: \$ 449,243
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The Public Utilities Director is responsible for overseeing the operations of the Wastewater Management Division and the Water Services Division.

Public Utilities Administration is funded through assessments from each of the Department's enterprise divisions. The Administration operating budget includes the salaries and benefits for the Director and three staff members, as well as the administration's insurance coverages and travel expense budget.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Department Director	1 – EX	1 – EX
Office Manager	1 – EX	1 – EX
Environmental Compliance Specialist	1 – CLFT	1 – EX
Enterprise Rate Analyst	<u>1</u> – CLFT	<u>1</u> – EX
TOTAL:	4	4

EXPENDITURE CLASSIFICATION



	<u>FY 03/04</u> <u>REVISED</u>	<u>FY 04/05</u> <u>APPROPRIATION</u>
Personnel Services	\$ 361,684	\$ 350,550
Operating Expenses	22,745	23,693
Capital Outlay	2,140	0
Transfer to Other Funds	<u>0</u>	<u>75,000</u>
 TOTAL:	 \$ 386,569	 \$ 449,243

Water Services

Appropriation: \$ 26,741,503

The purpose of Water Services Division is to provide a clean, reliable source of water for domestic, commercial and fire protection needs to the citizens of Santa Fe. This mission involves protection and development of the source of supply, integrated resource management planning, oversight of the operations and maintenance contract, public education, and coordination with other city departments and local governments.

2003/04 Operational Highlights:

- Obtained Federal and State grants and loans to support the Buckman Direct Diversion project, and continued planning, permitting, funding and conceptual design for the project.
- Negotiated with Santa Fe County on the San Juan-Chama project, a Wholesale Water Agreement, a water rights transfer agreement, and the Buckman Direct Diversion operating and cost sharing agreement.
- Coordinated with the Interstate Stream Commission to manage the San Juan-Chama project water and to cooperatively manage the accounting of water for Rio Grande Compact compliance and reservoir optimization.
- Managed and completed various types of system maintenance and repair, including replacement of lines, valves, and hydrants; inspection, cleaning and flushing of transmission lines; and rehabilitation of the water treatment plant filters.
- Developed and obtained approval for an expansion of water conservation rebates, including rebates for rain barrels, hot water recirculators and front-load washing machines.
- Inspected approximately 90% of businesses required to retrofit their toilets, and achieved a compliance rate of approximately 86% while issuing 504 citations.
- Developed and implemented the first phase of a comprehensive conservation public outreach program, including television and movie theater commercials, a weekly radio talk show, and other advertising.

2004/05 Goals and Objectives:

- Continue to manage and protect the area's existing sources of water supply by preventing water rights impairment, protecting groundwater and surface water quality, limiting groundwater withdrawals to long-term sustainable aquifer yield, managing the Santa Fe River watershed to protect its water yield, and determining the best re-uses of treated wastewater effluent.
- Maximize benefits from the contract with Santa Fe County for the San Juan-Chama project, secure perpetual rights for the city's use of the water, and obtain surface water storage contracts for project water in the Heron, El Vado and/or Abiquiu reservoirs.
- Operate and maintain the division's equipment, infrastructure and facilities to provide reliable and efficient operations, expected longevity of capital assets, compliance with Federal and State water quality

requirements, minimization of leaks and waste, and public satisfaction regarding water taste, odor and appearance.

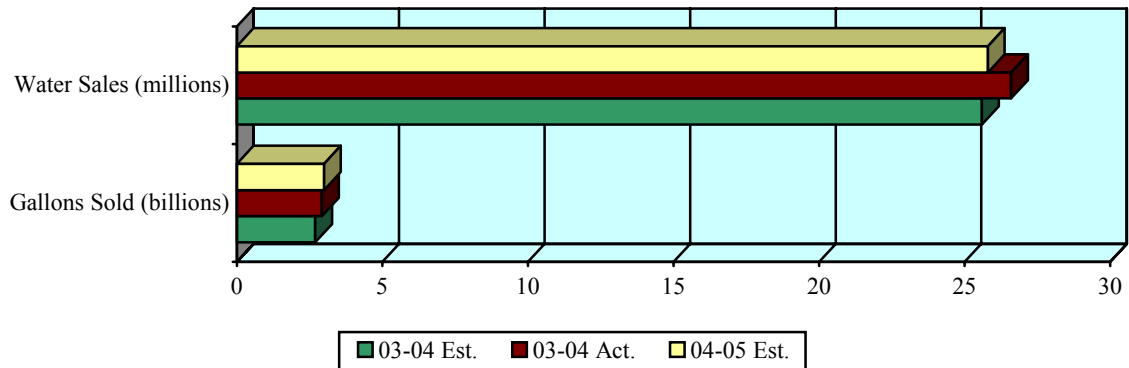
- Develop and implement a comprehensive GIS-based records and preventive maintenance system for the transmission and distribution system in order to track and analyze information regarding leaks, line breaks, water quality, water pressure, and customer complaints; and to manage inventory, system infrastructure and changes to the distribution system.
- Reduce lost revenue caused by inaccurate customer water use metering through the development and implementation of a system of routine, systematic inspection and calibration of all large customer billing meters, and a program of periodic replacement of small customer billing meters.
- Assess needs for a comprehensive distribution system flushing program (to clear deposits from lines) and design a flushing program that addresses system needs while minimizing water requirements for flushing.
- Design and establish a backflow prevention program (to minimize wastewater intrusion into the drinking water system), including a backflow prevention ordinance and coordination with the existing building permit process, in order to address retrofit requirements for existing hazardous occupancies and establish comprehensive requirements for new construction.
- Assess the corrosive properties of water throughout the distribution system and the chemical compatibility of various sources of water supply and their interaction with distribution system materials in order to determine the effectiveness of treatment plant corrosives controls and to anticipate any problems that may arise in using different sources of water with different chemistries, particularly the Buckman Direct Diversion source.
- Minimize loss of water from the production and distribution system through an analysis of leak records and a program of replacement or refurbishment of deteriorated and leaking water lines.
- Continue to work with Santa Fe National Forest authorities and other agencies on the watershed thinning program.

Budget Commentary:

For FY 2004/05, the Water Utility Fund appropriation of \$26,741,503 includes funding for the Water Services Division Director and 76 staff members; contract operations and maintenance costs; and debt service payments totaling \$7,089,317. Other major items include non-operating transfers of \$500,000 each to the Water Debt Service Fund (5301), the Water Division Acquisition Fund (5302), and the Water Division Reserve for Arbitrage Fund (5303), and a one-time transfer of \$426,750 to the Water Treatment Plant Projects Fund (5357); water rights acquisition funding in the amount of \$2.6 million; other capital outlay totaling \$529,762, including replacement computers, office equipment, vehicles and system equipment; \$666,850 for treatment chemicals and other operating supplies; and \$2,634,497 to provide the Water Division's share of support for the Utilities Administration Fund (5200) and Utility Customer Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities. The budget also includes \$2,218,819 for various contracted services.

Six classified full-time expansion positions were added to the Water Division for the FY 2004/05 budget. These include a Secretary, two Water System Apprentices, two Apprentice Pipefitters and an Engineering Intern.

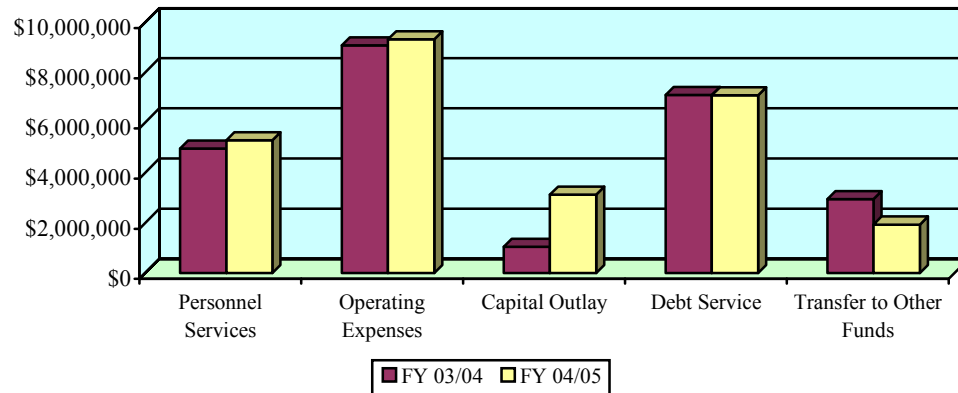
<u>Standard Program Measurements:</u>	<u>03/04</u> <u>EST.</u>	<u>03/04</u> <u>ACTUAL</u>	<u>04/05</u> <u>EST.</u>
1. Total water sales (millions)	\$ 25.6	\$ 26.6	\$ 25.8
2. Total gallons sold (billions)	2.70	2.93	3.00
3. Number of customers	29,000	29,523	29,820



<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04</u> <u>ACTUAL</u>	<u>FY 04/05</u> <u>BUDGET</u>
Water Division Director	1 – CLFT	1 – CLFT
Source of Supply Operations Manager	1 – CLFT	1 – CLFT
Transmission & Distribution Manager	1 – CLFT	1 – CLFT
Water Division Administrator	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Administrative Supervisor	1 – CLFT	1 – CLFT
Apprentice Pipefitter	4 – CLFT	6 – CLFT
City Land Documents Technician	1 – CLFT	1 – CLFT
Contracts Administrator	1 – CLFT	1 – CLFT
Custodian	1 – CLFT	1 – CLFT
Engineer	4 – CLFT	4 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineering Intern	0 – CLFT	1 – CLFT
Engineering Technician Senior	3 – CLFT	3 – CLFT
Equipment Service Manager	1 – CLFT	1 – CLFT
GIS Analyst	1 – CLFT	1 – CLFT
Journeyman Equipment Water Operator	5 – CLFT	5 – CLFT
Meter Service Technician	1 – CLFT	1 – CLFT
Pipefitter I	1 – CLFT	1 – CLFT
Pipefitter II	1 – CLFT	1 – CLFT
Pipefitter III	6 – CLFT	6 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Secretary	0 – CLFT	1 – CLFT
Supply Inventory Supervisor	1 – CLFT	1 – CLFT

Supply Inventory Technician	1 – CLFT	1 – CLFT
Transmission & Distribution Operations Supervisor	2 – CLFT	2 – CLFT
Water Education & Compliance Specialist	3 – CLFT	3 – CLFT
Water Education & Compliance Specialist	2 – TPT	2 – TPT
Water Equipment Engineer	2 – CLFT	2 – CLFT
Water Equipment Journeyman	2 – CLFT	2 – CLFT
Water Equipment Supervisor	1 – CLFT	1 – CLFT
Water Line Locator	2 – CLFT	2 – CLFT
Water Resources Project Coordinator	2 – CLFT	2 – CLFT
Water Systems Apprentice	0 – CLFT	2 – CLFT
Water Systems Laborer	2 – CLFT	2 – CLFT
Water Systems Operator I	2 – CLFT	2 – CLFT
Water Systems Operator III	1 – CLFT	1 – CLFT
Water Systems Operator IV	5 – CLFT	5 – CLFT
Water Systems Plant Operator Supervisor	1 – CLFT	1 – CLFT
Well Systems Operator	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	70	76

EXPENDITURE CLASSIFICATION



	<u>FY 03/04 REVISED</u>	<u>FY 04/05 APPROPRIATION</u>
Personnel Services	\$ 4,960,589	\$ 5,289,861
Operating Expenses	9,077,372	9,317,463
Capital Outlay	1,038,998	3,118,112
Debt Service	7,095,092	7,089,317
Transfer to Other Funds	<u>2,936,438</u>	<u>1,926,750</u>
TOTAL:	\$ 25,108,489	\$ 26,741,503

Wastewater Management

Appropriation: \$ 7,933,581

Wastewater Management is charged with the operations and maintenance of the city's wastewater treatment plant and sewer collection system under public health, welfare and safety standards as outlined by federal and state environmental agencies.

The Industrial Pretreatment Section (IP) is responsible for monitoring, inspecting and investigating industrial/non-domestic discharges in the city sewer system. In addition, IP personnel operate the septage discharge facility, administer the Extra-Strength Surcharge Program, and permit and track the compliance of significant industrial users. IP management works in close coordination with the Collections Section and Treatment Plant Section to assure city compliance with National Pollutant Discharge Elimination System (NPDES) requirements.

2003/04 Operational Highlights:

- Enforced the Santa Fe City Code Section 22, prohibiting hazardous/toxic waste discharges through increased inspection and monitoring activities.
- Continued to enforce the National Pretreatment Standards for industrial user permit holders.
- Continued to protect the sewage treatment process from disruption by monitoring discharges at the septage discharge site, monitoring industrial discharges, monitoring the city's food establishments for extra-strength discharges, and issuing violation compliance and administrative orders as needed to ensure compliance with applicable laws and regulations, and to protect the public health and safety.
- Continued to assist industrial/non-domestic dischargers in necessary compliance matters by providing and/or reviewing relevant information on pollution prevention and effective pretreatment processes.
- Treated over two billion gallons of wastewater and met all permit parameters with no violations.

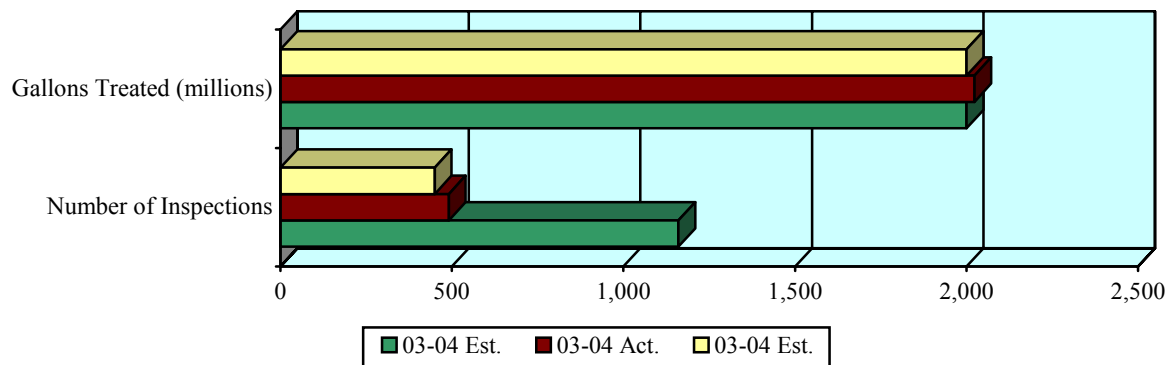
2004/05 Goals and Objectives:

- Inspect and sample all food establishments semiannually and industrial users annually to ensure compliance with City Code Section 22 and EPA requirements for the extra strength and industrial pretreatment programs.
- Continue to monitor and analyze samples for treatment plant compliance with National Pollutant Discharge Elimination System (NPDES) requirements and to protect the regional environment.
- Provide review and permitting services on all plans for connection to or extension of the sewer system to ensure quality control.
- Minimize sewer stoppages and associated liability and environmental/property damage through inspection, evaluation, rehabilitation, and cleaning/clearing of the sewer system.
- Identify target areas and begin Phase III of the Sewer Rehabilitation Project, at an estimated cost of \$3 million.
- Begin the design phase of the Composting Facilities Project, at an estimated cost of \$828,162.

Budget Commentary:

The Wastewater Operations Enterprise Fund (5450) allocation of \$7,933,581 provides funding support for 63 positions and operating and capital costs to maintain the treatment plant and sewer system. Major expenses include \$460,050 for electricity and other utilities used in the wastewater delivery and treatment systems; \$342,894 for various operational supplies including treatment chemicals, safety supplies and fuel; and \$900,526 to provide the Wastewater Division's share of support for the Utilities Administration Fund (5200) and Utility Customer Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities. A transfer of \$971,928 to the Wastewater Sewer Line Improvement Fund (5472) is also included in the 2004/05 budget.

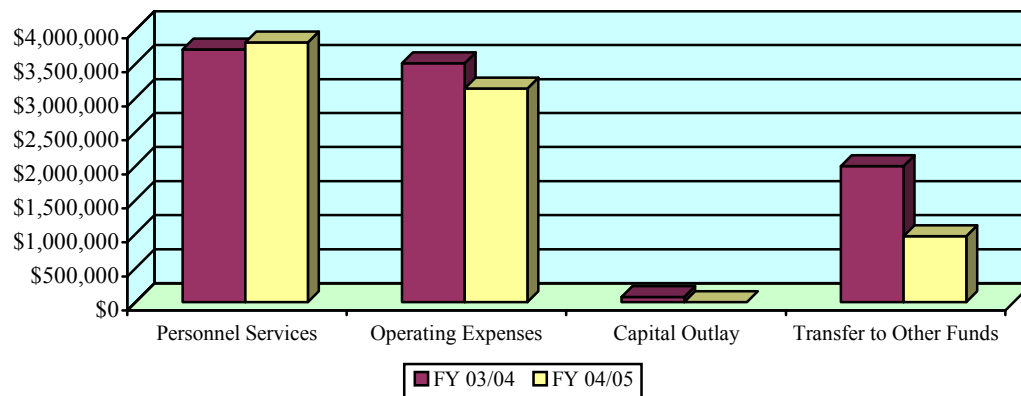
<u>Standard Program Measurements:</u>	<u>03/04</u> <u>EST.</u>	<u>03/04</u> <u>ACTUAL</u>	<u>04/05</u> <u>EST.</u>
1. Total gallons treated (millions)	2,000	2,023	2,000
2. Number of food establishments/industrial users inspected	1,160	491	450
3. Number of food establishments/industrial users sampled	250	158	170
4. Sewer lines maintained (linear feet)	700,000	753,507	700,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04</u> <u>ACTUAL</u>	<u>FY 04/05</u> <u>BUDGET</u>
WWM Division Director	1 – CLFT	1 – CLFT
WWM Collections Manager	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Engineer	1 – CLFT	1 – CLFT
Engineer Supervisor	1 – CLFT	1 – CLFT
Equipment Operator	2 – CLFT	2 – CLFT
GIS Analyst	1 – CLFT	1 – CLFT
Plant Superintendent	1 – CLFT	1 – CLFT
Public Utilities Admin Supervisor	1 – CLFT	1 – CLFT
Supply Inventory Supervisor	1 – CLFT	1 – CLFT
Supply Inventory Technician	1 – CLFT	1 – CLFT

WWM Chemist	2 – CLFT	2 – CLFT
WWM Equipment Specialist Senior	4 – CLFT	4 – CLFT
WWM Equipment Specialist Trainee	1 – CLFT	1 – CLFT
WWM Field Operator	1 – CLFT	1 – CLFT
WWM Field Operator Senior	9 – CLFT	9 – CLFT
WWM Field Operator Trainee	10 – CLFT	10 – CLFT
WWM Inspection Senior	3 – CLFT	3 – CLFT
WWM Inspection Senior	1 – TCF	1 – TCF
WWM Lab Supervisor	1 – CLFT	1 – CLFT
WWM Plant Operator I	1 – CLFT	1 – CLFT
WWM Plant Operator Lead	8 – CLFT	8 – CLFT
WWM Plant Operator Senior	1 – CLFT	1 – CLFT
WWM Plant Operator Trainee	1 – TFT	1 – TFT
WWM Section Supervisor	4 – CLFT	4 – CLFT
WWM Shift Supervisor	<u>4</u> – CLFT	<u>4</u> – CLFT
TOTAL:	63	63

EXPENDITURE CLASSIFICATION



	<u>FY 03/04 REVISED</u>	<u>FY 04/05 APPROPRIATION</u>
Personnel Services	\$ 3,714,550	\$ 3,817,447
Operating Expenses	3,515,939	3,144,206
Capital Outlay	77,155	0
Transfer to Other Funds	<u>2,000,000</u>	<u>971,928</u>
TOTAL:	\$ 9,307,644	\$ 7,933,581

Solid Waste Management

Appropriation: \$ 8,463,048

The purpose of the Solid Waste Management Division is to promote an integrated solid waste management system with a priority on quality customer service and an emphasis on protecting the environment, as well as the current and future health and safety of the public and staff. This mission is accomplished through employee commitment, public education, and a system of equitable billing for services.

For 2004/05, the division was organizationally relocated from the Public Works Department to the Public Utilities Department.

2003/04 Operational Highlights:

- Successfully obtained City Council approval for a rate increase commencing in 2004 as part of an overall plan for ensuring the financial stability of the Solid Waste Management Fund.
- Expanded the automated residential collection and disposal program, serving approximately 4,200 residential households on five routes with the potential for labor savings of 60% for each route.
- Developed and implemented a replacement plan for refuse and recycling collection equipment.

2004/05 Goals and Objectives:

- Obtain independent studies of regional recycling needs and potential alternatives to the solid waste transfer station.
- Continue and improve the automated residential collection and disposal program while evaluating its efficiency and effectiveness.
- Promote efficiency and cost-effectiveness by commissioning an independent evaluation of residential and commercial refuse and recycling collection routes and service needs.

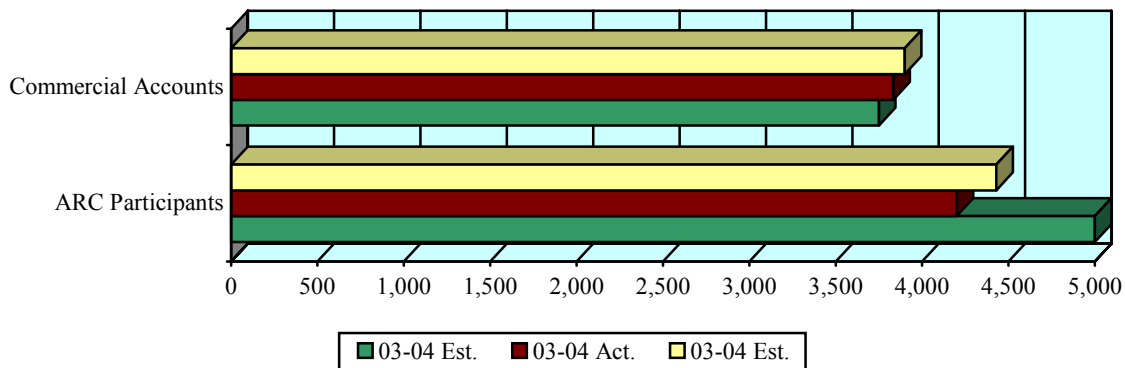
Budget Commentary:

Solid Waste Management is supported by the Refuse and Sanitation Enterprise Fund (5250), which provides \$8,463,048 in FY 2004/05 to support 72 positions, operations and maintenance costs, capital purchases and debt service. The division's largest single expense is for landfill tipping fees, which are estimated at \$2.05 million for FY 2004/05. Other major expenditures include debt service in the amount of \$813,750; fuel and other operating supplies totaling \$555,391; and \$900,480 to provide the division's share of support for the Utilities Administration Fund (5200) and Utility Customer Service Fund (5205), which are jointly funded by the city's Water, Wastewater and Solid Waste utilities.

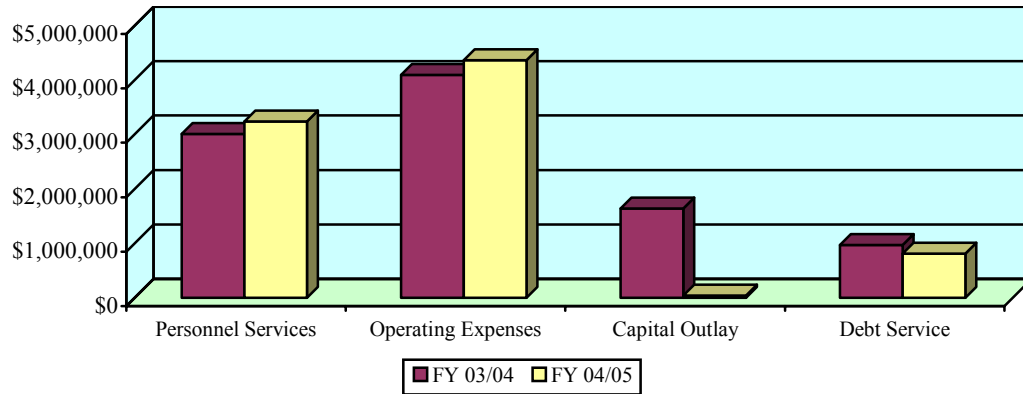
Seven full-time temporary Solid Waste Management Maintenance Worker positions were added during the 2003/04 fiscal year.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Solid Waste Management Division Director	1 – CLFT	1 – EX
Accounting Supervisor	1 – CLFT	1 – CLFT
Account Specialist	1 – CLFT	1 – CLFT
Account Technician	2 – CLFT	2 – CLFT
Assessment Technician	2 – CLFT	2 – CLFT
Environmental Compliance Officer	1 – CLFT	1 – CLFT
Equipment Operator	26 – CLFT	26 – CLFT
Heavy Equipment Mechanic	2 – CLFT	2 – CLFT
Laborer	5 – TFT	5 – TFT
Maintenance Worker	10 – CLFT	10 – CLFT
Maintenance Worker Senior	3 – CLFT	3 – CLFT
Operations Manager	1 – CLFT	1 – CLFT
Solid Waste Supervisor	4 – CLFT	4 – CLFT
SWM Maintenance Worker	7 – TFT	7 – TFT
SWM Special Projects Administrator	1 – CLFT	1 – CLFT
SWM Transport Operator	3 – CLFT	3 – CLFT
Welder	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	72	72

<u>Standard Program Measurements:</u>	<u>03/04 EST.</u>	<u>03/04 ACTUAL</u>	<u>04/05 EST.</u>
1. Number of commercial accounts	3,750	3,833	3,900
2. Automated refuse collection (ARC) participants	5,000	4,200	4,429



EXPENDITURE CLASSIFICATION



	<u>FY 03/04 REVISED</u>	<u>FY 04/05 APPROPRIATION</u>
Personnel Services	\$ 3,009,548	\$ 3,239,832
Operating Expenses	4,098,122	4,366,466
Capital Outlay	1,642,480	43,000
Debt Service	<u>971,655</u>	<u>813,750</u>
 TOTAL:	 \$ 9,721,805	 \$ 8,463,048